

NEW OFFICER TRAINING AGENDA
December 7-9, 2016
Wyndham Hotel and Conference Center
Draft

DAY ONE
Wednesday, December 7, 2016

| | | |
|-------------------------|--|---|
| 7:30 a.m. - 9:00 a.m. | Continental Breakfast/Registration | |
| 9:00 a.m. – 10:00 a.m. | Welcome and Introductions Compensation Board Functions & Duties | Susan Swecker , Chairman Martha Mavredes , Auditor of Public Accounts and Compensation Board Member Robyn deSocio , Executive Secretary, Compensation Board |
| 10:00 a.m. – 11:00 p.m. | <u>Panel Discussion:</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process | <u>Panelist:</u> Charlotte Lee , Budget Manager Norm Risavi , County Administrator Westmoreland County Raleigh Isaacs , Sheriff City of Suffolk |
| 11:00 a.m. – 12:00 p.m. | Division of Risk Management | Michael Parham , Senior Risk Manager Annika Melton , Risk Consultant Division of Risk Management, Department of Treasury |
| 12:00 p.m. – 1:00 p.m. | Lunch | |
| 1:00 p.m. – 2:45 pm. | Lawful Employment Practices Overview | Thomas Winn, III Victor Cardwell Attorney at Law, Woods Rogers |
| 2:45 p.m. – 3:00 p.m. | Refreshment (s) and Networking Break | |
| 3:00 p.m. – 4: 00 p.m. | Freedom of Information | Alan Gernhardt , Staff Attorney FOI Advisory Council |
| 4:00 p.m. – 5:00 p.m. | Media Relations | TBD , Department of Emergency Management |
| 5:00 p.m. | Adjourn | |
| 6:00 p.m. | Treasurers Dinner with Association Commonwealth's Attorneys Dinner with Association | |

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DAY TWO
Thursday, December 8, 2016

| | | | | | | | | | | | |
|--|---|--|---|---------------------------------|--|----------------------|--------------------------------------|-------------------------------|---|---------------------------------|---------------------------------------|
| 7:30 a.m. – 8:30 a.m. | Continental Breakfast | | | | | | | | | | |
| 8:30 a.m. – 9:45 a.m. | <table border="0"><tr><td><u>Compensation Board Pay Plans:</u></td><td><u>Compensation Board Staff:</u></td></tr><tr><td>Treasurers & Commissioners.....</td><td>Bill Fussell, Sr. Fiscal Tech.</td></tr><tr><td>Circuit Court Clerks</td><td></td></tr><tr><td>Commonwealth’s Attorneys.....</td><td>Paige Christy, Sr. Fiscal Tech.</td></tr><tr><td>Sheriffs & Superintendents.....</td><td>Joan Bailey, Sr. Fiscal Tech.</td></tr></table> | <u>Compensation Board Pay Plans:</u> | <u>Compensation Board Staff:</u> | Treasurers & Commissioners..... | Bill Fussell , Sr. Fiscal Tech. | Circuit Court Clerks | | Commonwealth’s Attorneys..... | Paige Christy , Sr. Fiscal Tech. | Sheriffs & Superintendents..... | Joan Bailey , Sr. Fiscal Tech. |
| <u>Compensation Board Pay Plans:</u> | <u>Compensation Board Staff:</u> | | | | | | | | | | |
| Treasurers & Commissioners..... | Bill Fussell , Sr. Fiscal Tech. | | | | | | | | | | |
| Circuit Court Clerks | | | | | | | | | | | |
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| Sheriffs & Superintendents..... | Joan Bailey , Sr. Fiscal Tech. | | | | | | | | | | |
| 9:45 a.m. – 10:00 a.m. | Refreshments and Networking Break | | | | | | | | | | |
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| <u>Compensation Board Pay Plans-continued</u> | Bill Fussell , Sr. Fiscal Tech | | | | | | | | | | |
| | Paige Christy , Sr. Fiscal Tech | | | | | | | | | | |
| | Joan Bailey , Sr. Fiscal Tech | | | | | | | | | | |
| | Charlene Rollins , | | | | | | | | | | |
| | Customer Service Manager | | | | | | | | | | |
| 11:00 a.m. – 12:00 | Fines and Fees/Technology Trust FundsRobyn deSocio/Charlene Rollins Clerks and Commonwealth’s Attorneys | | | | | | | | | | |
| 11:00 a.m. – 11:15 a.m. | Local Inmate Data System (LIDS)..... Anne Wilmoth Sheriffs w/ Jails, Superintendents Chief Information Officer Kari Bullock , LIDS Analyst | | | | | | | | | | |
| 11:15 a.m. - 11:30 | Jail Cost Report Sheriff’s w/Jails, Superintendents..... Oliver Bradshaw , Supervisor, External Auditor | | | | | | | | | | |
| 12:00 – 1:00 p.m. | Lunch | | | | | | | | | | |

Association sessions begin

Commonwealth’s Attorneys
Commissioners of the Revenue
Treasurers
Circuit Court Clerks